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## INDUSTRY SERVICES DIVISION

### FREQUENTLY ASKED QUESTIONS (FAQs)

#### For Requesting Electronic UDC Building Permits (One- & Two-Family Dwellings)

##### General FAQs

**Q: Where can I access the online building permit application?**

**A:** The online building permit application is available by going to <https://esla.wi.gov/PortalCommunityLogin> and selecting the Uniform Dwelling Code Permits Tab. **Note: You are NOT REQUIRED and should not create a user account to submit UDC permits.**

**Q: My municipality does not appear on the DSPS Online Building Permit System. What do I do?**

**A:** Some municipalities do not utilize eSLA for permit applications, and therefore do not appear on the DSPS Online Building Permit System. Please contact the respective municipality for proper application procedures.

**Q: What information do I need to complete the online building permit request process?**

**A:** To complete the permit request process, you will need the following information, where required by the municipality:

**1. Jurisdiction, Submitter, Project, and Permit Type Information**

- Submitter Name, Address, City, Zip Code, Phone and Email.
- Jurisdiction: City, Township, Village, County. *Please note if your Jurisdiction is not listed you should reach out to them directly as they may not utilize this online application.*
- Project Type: New, Alteration, Addition, Repair, Raze, Other.
- Occupancy: One Family, Two Family, Garage, Other.
- Permit Type: Construction, HVAC, Electric, Plumbing, Erosion Control, Other.

**2. Owner and Contractor Information (as applicable)**

- Owner Name, Address, City, Zip Code, Phone, Email.
- Dwelling Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip Code, Phone, and Email.
- Dwelling Contractor Qualifier Name, DSPS License Number, License Expiration Date, Phone, and Email.

- If applicable, Manufactured Home Installer Name, DSPS License Number, License Expiration Date, Address, City, Zip Code, Phone, and Email.
- HVAC Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip Code, Phone, and Email.
- Electrical Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip Code, Phone, and Email.
- Plumbing Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip Code, Phone, and Email.

**3. Project Location Information (If available)**

- Lot, Building, and Zoning.

**4. Project Information (If available)**

- Area, Occupancy, Construction Type, Stories, Electric, Walls, Use, HVAC Equipment, Sewer, Water, Energy Source, Heat Loss, and Estimated Building Cost (without land value).

**5. Electronic Signature**

**Q: My electrician has a Registered Master Electrician license but the system doesn't accept his expiration date of 4/4/4444. What should I do?**

**A:** Please enter 04/04/4000 instead of 4/4/4444.

**Q: I am a homeowner and want to general my own project. Do I need to fill out the Dwelling Contractor and Qualifier information?**

**A:** You will leave those areas blank. At Step 5, you will check the box above your electronic signature which states "I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form."

**Q: How long does it take to process my permit once I have completed the electronic application?**

**A:** Upon successfully completing the permit application on the DSPS Online Building Permit System, the request is electronically sent to the intended municipality. You will receive a confirmation email from the Online Building Permit System upon filing the application, and then again upon municipality approval. If you have any questions regarding the processing time of your permit, please contact the municipality directly.

**Q: I am having trouble completing the permit application process through the DSPS Online Building Permit System. Who should I contact?**

**A:** If you have any issues or questions regarding the permit application filing process, please contact the respective municipality clerk or building inspector office.

**Q: How do I confirm that my permit request was received by the municipality?**

**A:** Once a permit request has been filed with the respective municipality, you will receive a confirmation email from the Online Building Permit System. If you have any issues or questions regarding the permit, please contact the respective municipal clerk or building inspector office. Please reference your Filing Number, which can be found in the email you received from the Online Building Permit System.

**Q: I have not received any emails from the Online Building Permit System. What do I do?**

**A:** Check your spam folder as emails may be automatically marked as spam. If you are still unable to locate your email, please contact the respective municipality clerk or building inspector office. If possible, please reference your Filing Number.

**Q: I started the permit request process but stopped before completing. How do I complete the request?**

**A:** At any point during the permit request process, you may choose to Save & Exit. When you select this option, you will receive an email with a link to your permit request that you may access at any time.

**Q: Where can I find my Filing Number or Confirmation Number?**

**A:** You can find your Filing Number in the email you received and on the Confirmation Page of the Online Building Permit System.

**Q: I am a municipal clerk or building inspector and would like to connect to the Online Building Permit System. Where do I get more information?**

**A:** For more information on how to connect to the DSPS Online Building Permit System, please contact Division of Industry Services, at [DSPSSBUDCTech@wisconsin.gov](mailto:DSPSSBUDCTech@wisconsin.gov) or (608) 266-2112.

## Uniform Dwelling Code Building Permit Application Example

**Step 1:** Uniform Dwelling Code Dwelling Code Permits URL: <https://esla.wi.gov/PortalCommunityLogin>

**Step 2:** Select Uniform Dwelling Code Permits tab.

**Step 3:** Review instructions and cautionary statements.

**Step 4:** Provide acknowledgement

**Step 5:** Select the Click Here to Start the Permit Request button.

The screenshot shows the 'Online Building Permit System' instructions page. At the top, there is a navigation bar with 'eSLA' on the left and several menu items: 'MINE SAFETY TRAINING', 'UNIFORM DWELLING CODE PERMITS' (circled in green), 'UDC PERMIT SEARCH', 'UDC MUNICIPAL LOGIN', 'INSPECTOR LOOK-UP', 'PUBLIC LOOK-UP', and 'LOG IN'. Below the navigation bar is the header for the 'Wisconsin Department of Safety and Professional Services Division of Industry Services', with the DSPS logo on the right. The main content area is titled 'Online Building Permit System Instructions'. It contains several sections: 'Cautionary Statement to Owners Obtaining Building Permits' (with sub-sections a and b), 'Cautionary Statement to Contractors for Projects Involving Building Built Before 1978', 'Wetlands Notice to Permit Applicants', 'Contractor Credential Requirements', and 'Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil'. At the bottom, there is a checkbox labeled 'acknowledge I have read and understood the contents of this page.\*' and a blue button labeled 'CLICK HERE TO START THE PERMIT REQUEST >>' (circled in green).

## Submitter, Jurisdiction, Project, and Permit Information Section


Step 1: Provide required submitter details: Name, Address, City, Zip Code, Telephone, Email.

Step 2: Select the Municipality Type and Municipality Name for which you are submitting a request.


Step 3: Select Project Type.

Step 4: Select Occupancy. You are required to select either One Family or Two Family.

Step 5: Select Permit Type (One or more types can be selected) and provide Parcel No.

 MINE SAFETY TRAINING UNIFORM DWELLING CODE PERMITS UDC PERMIT SEARCH UDC MUNICIPAL LOGIN INSPECTOR LOOK-UP PUBLIC LOOK-UP LOG IN

**Wisconsin Department of Safety and Professional Services**  
**Division of Industry Services**



### Online Building Permit System

#### Step 1

#### Enter Submitter, Jurisdiction, Project and Permit Information

Please fill out the below information. Asterisks \* indicate which fields are required to complete your filing request. Contact your municipality directly for assistance in applying for your building permit electronically. Municipal information can be found in the yellow box below. If information is not known, leave the text box blank and work with your municipality to provide at a later date.

**Submitter**

Name\*

Address\*

City\*  Zipcode\*

Phone\*  Email\*

**Jurisdiction**

Cities  Villages  Townships  Counties

Municipality, County\*

If your municipality doesn't appear in this list, contact your municipality directly.

**Project\***

Type  New

**Occupancy\***

One Family  Two Family  Garage  Other:

**Permit\***

Type  Construction  HVAC  Electric  Plumbing  Erosion  Other  
Other Description

Parcel No.

#### Help


Inspector	A. Inspector
Phone	123-456-7890
Email	inspector@mailinator.com
Clerk	A. Clerk
Phone	123-456-7890
Fax	
Email	clerk@mailinator.com
Monday	10:00 AM to 4:00 PM
Tuesday	10:00 AM to 4:00 PM
Wednesday	10:00 AM to 4:00 PM
Thursday	10:00 AM to 4:00 PM
Friday	10:00 AM to 4:00 PM
Saturday	CLOSED
Sunday	CLOSED

[APPLICANT FREQUENTLY ASKED QUESTIONS](#)

## Owner and Contractor Information Section

**Step 1:** Provide required owner details (Name, Address, City, Zip Code, Telephone, Email). If submitter and owner are the same, you may use the Copy Submitter Information button to complete these fields.

**Step 2:** Provide the required contractor details.

MINE SAFETY TRAINING   UNIFORM DWELLING CODE PERMITS   UDC PERMIT SEARCH   UDC MUNICIPAL LOGIN   INSPECTOR LOOK-UP   PUBLIC LOOK-UP   LOG IN

### Online Building Permit System

#### Step 2

#### Owner and Contractors Information (1): NEW

[Click Here If the Permit is for Manufactured Home](#)

**Owner (2)** Copy Submitter Information

Owner Name \*

Address \*

City \*      Zipcode \*  
     

Phone \*      Email \*  
     

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**Dwelling Contractor (3)** (Search DSPS License Look-up) \*

License / Certification#  
      License Lookup      Clear

Mailing Address

City      Zipcode  
     

Phone      Email  
     

### Help

<b>Inspector</b>	A. Inspector
<b>Phone</b>	123-456-7890
<b>Email</b>	inspector@mailinator.com
<b>Clerk</b>	A. Clerk
<b>Phone</b>	123-456-7890
<b>Fax</b>	
<b>Email</b>	clerk@mailinator.com
<b>Monday</b>	10:00 AM to 4:00 PM
<b>Tuesday</b>	10:00 AM to 4:00 PM
<b>Wednesday</b>	10:00 AM to 4:00 PM
<b>Thursday</b>	10:00 AM to 4:00 PM
<b>Friday</b>	10:00 AM to 4:00 PM
<b>Saturday</b>	CLOSED
<b>Sunday</b>	CLOSED

[APPLICANT FREQUENTLY ASKED QUESTIONS](#)

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**Dwelling Contractor Qualifier (4)** (Search DSPS License Look-up) \*

License / Certification#  
      License Lookup      Clear

Company      Expiration Date  
     

Mailing Address  
      The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwell

City      Zipcode  
     

Phone      Email

**HVAC (5) (Search DSPS License Look-up)**

Credential Type  
HVAC Qualifier

License / Certification#  
 License Lookup Clear

Company

Expiration Date

Mailing Address

City

Zipcode

Phone

Email

**Electrical Contractor (6) (Search DSPS License Look-up)**

License / Certification#  
 License Lookup Clear

Company

Expiration Date

Mailing Address

City

Zipcode

Phone

Email

**Master Plumber (Search DSPS License Look-up)**

License / Certification#  
 License Lookup Clear

Company

Expiration Date

Mailing Address

City

Zipcode

Phone

Email

<< PREVIOUS

SAVE & EXIT

NEXT >>


## Project Location Information Section

**Step 1:** Provide lot details (Area, One acre or more soil will be disturbed, Location [this will populate based upon the Municipality you selected earlier in the permit request], Description).

**Step 2:** Provide building details (Street, City, State, Zip code, County, Subdivision, Lot No., Block No.).


**Step 3:** Provide zoning details (Districts, Permit No.).

**Step 4:** Provide setback details (Front ft., Rear ft., Left ft., Right ft.).


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### Wisconsin Department of Safety and Professional Services

#### Division of Industry Services



## Online Building Permit System

### Step 3

#### Enter Project Location Information

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**Lot**

Area (Sq.ft.)

One acre or more soil will be disturbed

Location

Description  
(1/4, 1/4, of section, T,N,R,E/W)  
  
(Max. Size 600 characters)

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**Building**

Street <input type="text"/>	County <input type="text" value="--None--"/>
City <input type="text"/>	Subdivision <input type="text"/>
State/ Prov. <input type="text" value="WI"/>	Lot No. <input type="text"/>
Post/Zip Code <input type="text"/>	Block No. <input type="text"/>

#### Help

**Inspector**   A. Inspector  
**Phone**   123-456-7890  
**Email**   inspector@mailinator.com  
**Clerk**   A. Clerk  
**Phone**   123-456-7890  
**Fax**  
**Email**   clerk@mailinator.com

**Monday**   10:00 AM to 4:00 PM  
**Tuesday**   10:00 AM to 4:00 PM  
**Wednesday**   10:00 AM to 4:00 PM  
**Thursday**   10:00 AM to 4:00 PM  
**Friday**   10:00 AM to 4:00 PM  
**Saturday**   CLOSED  
**Sunday**   CLOSED

[APPLICANT FREQUENTLY ASKED QUESTIONS](#)

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**Zoning**

District(s) <input type="text"/>	Permit No. <input type="text"/>
<b>Setbacks:</b>	
Front ft. <input type="text"/>	Rear ft. <input type="text"/>
Left ft. <input type="text"/>	Right ft. <input type="text"/>

<< PREVIOUS
SAVE & EXIT
NEXT >>




## Project Information Section

**Step 1:** Provide area details (Unfinished Basement, Living Area, Garage, Deck/Porch). The totals for each will calculate based upon your entries for Unit 1 and Unit 2. Note that Living Area is required for new construction projects.

**Step 2:** Provide construction type details.


**Step 3:** Provide number of stories.

**Step 4:** Provide electric details.


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### Wisconsin Department of Safety and Professional Services

#### Division of Industry Services



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## Online Building Permit System

### Step 4

#### Project Information (1): NEW

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**Area (2)**

AREA INVOLVED (sq ft)	Unit 1	Unit 2	Total
Unfin. Bsmt.	<input type="text"/>	<input type="text"/>	0
Living Area	<input type="text"/>	<input type="text"/>	0
Garage	<input type="text"/>	<input type="text"/>	0
Deck/Porch	<input type="text"/>	<input type="text"/>	0
Total	0	0	0

### Help

**Inspector**   A. Inspector  
**Phone**   123-456-7890  
**Email**   inspector@mailinator.com  
**Clerk**   A. Clerk  
**Phone**   123-456-7890  
**Fax**  
**Email**   clerk@mailinator.com  
**Monday**   10:00 AM to 4:00 PM  
**Tuesday**   10:00 AM to 4:00 PM  
**Wednesday**   10:00 AM to 4:00 PM  
**Thursday**   10:00 AM to 4:00 PM  
**Friday**   10:00 AM to 4:00 PM  
**Saturday**   CLOSED  
**Sunday**   CLOSED

[APPLICANT FREQUENTLY ASKED QUESTIONS](#)

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**Construction Type (3)**

Site Built    Mfd. Per WI UDC    Mfd. Per US HUD

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**Stories (4)**

1-Story    2-Story    Other  

Plus Basement

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**Electric (5)**

Entrance Panel Amps  

Underground    Overhead

***This section continues next page***

**Project Information Section (continued)**

Step 5: Provide wall material type.

Step 6: Provide project use information.

Step 7: Provide HVAC equipment type details.

Step 8: Provide sewer type details. Note that if your Sewer Type is Sanitary Permit you will be required to provide the Sanitary Permit Number.

Step 9: Provide water type details.

Step 10: Provide energy source details for both space and water.

Step 11: Provide heat Loss calculation

Step 12: Provide estimated building cost without land. Please enter only numbers and decimal, no commas or spaces.

Walls (6)

Wood Frame  Steel  ICF  Timber/Pole  Others:

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Use (7)

Seasonal  Permanent  Others:

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HVAC Equip. (8)

Furnace  Radiant Based  Heat Pump  Boiler  Central AC  Fireplace  Others:

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Sewer (g)

Sewer Type  Sanitary#

Water (10)

Water Type

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Energy Source (11)

Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo
Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Heat Loss (12)

BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)

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Est. Building Cost W/O Land (13)



\$

Please enter only numbers, no commas, spaces or decimals.

## Attestation and Signature Section

Step 1: Read the Attestation language.

Step 2: If applicable, select the “I vouch that I am the owner-occupant of this dwelling” checkbox. **Note: Only check this box if the permit is being issued to the property owner who will occupy the home upon completion of construction.**

MINE SAFETY TRAINING   UNIFORM DWELLING CODE PERMITS   UDC PERMIT SEARCH   UDC MUNICIPAL LOGIN   INSPECTOR LOOK-UP   PUBLIC LOOK-UP   LOG IN

### Wisconsin Department of Safety and Professional Services Division of Industry Services

## Online Building Permit System

### Step 5 Enter Signature

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#### Applicant

I understand that I am subject to all applicable codes, laws, statutes and ordinances; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign this electronic permit. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.  
Check only if the permit is being issued to the property owner who will occupy the home upon completion of construction.

I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.

AttestationFullName:       Date:


#### Help

Inspector	A. Inspector
Phone	123-456-7890
Email	inspector@mailinator.com
Clerk	A. Clerk
Phone	123-456-7890
Fax	
Email	clerk@mailinator.com
Monday	10:00 AM to 4:00 PM
Tuesday	10:00 AM to 4:00 PM
Wednesday	10:00 AM to 4:00 PM
Thursday	10:00 AM to 4:00 PM
Friday	10:00 AM to 4:00 PM
Saturday	CLOSED
Sunday	CLOSED

[APPLICANT FREQUENTLY ASKED QUESTIONS](#)


## Review and Submit Information Section

Upon completing the permit application, customers will have the opportunity to review their submission details prior to doing a final submission. If necessary, edits to the permit application can be made by selecting the "Previous" button. If the permit is ready for final submission, the customer can select the "Submit" button.

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### Wisconsin Department of Safety and Professional Services

#### Division of Industry Services



## Online Building Permit System

### Step 6

#### Review and Submit Information

JURISDICTION : City of ZZTEST  
PROJECT TYPE : New  
PERMITS : Construction  
PARCEL NUMBER :

I understand that I am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.

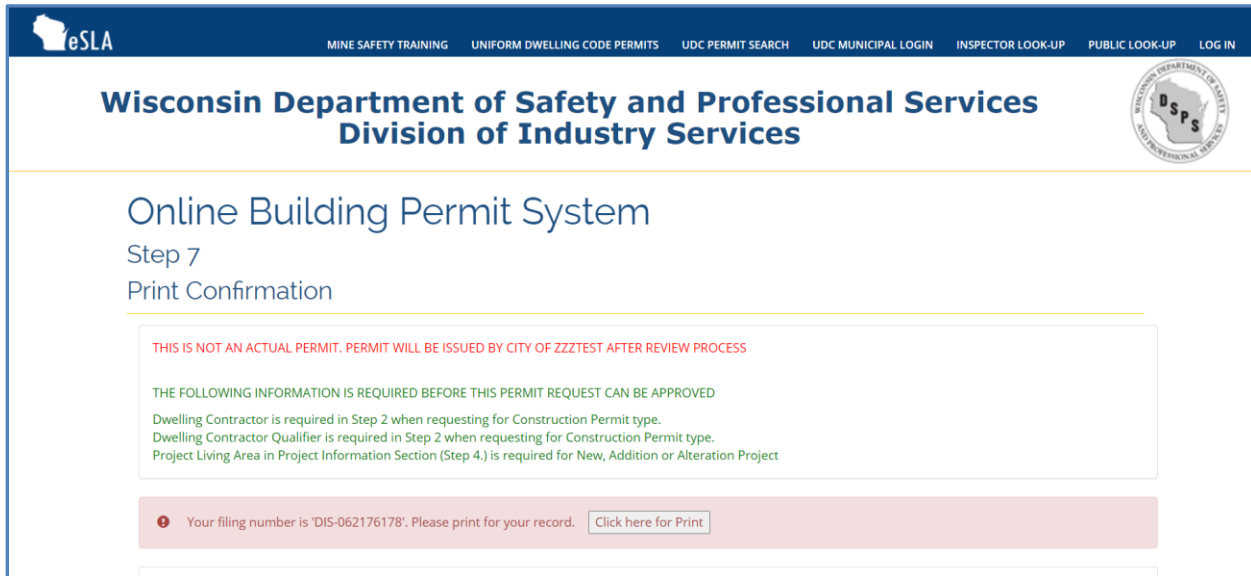
SIGN/PRINT NAME:   
DATE

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## Print Confirmation Section

Customers can review the filed permit application, including any filing errors that will be addressed by the municipality during the review process. Customers will have an option to print a copy of the submittal for their records.

Customers will also receive a Building Permit Submittal Confirmation Email which includes the submittal details and filing number.



The screenshot shows the 'Print Confirmation' page of the Wisconsin Department of Safety and Professional Services' Online Building Permit System. The page header includes navigation links: MINE SAFETY TRAINING, UNIFORM DWELLING CODE PERMITS, UDC PERMIT SEARCH, UDC MUNICIPAL LOGIN, INSPECTOR LOOK-UP, PUBLIC LOOK-UP, and LOG IN. The main title is 'Wisconsin Department of Safety and Professional Services Division of Industry Services'. The page is titled 'Online Building Permit System Step 7 Print Confirmation'. A red warning message states: 'THIS IS NOT AN ACTUAL PERMIT. PERMIT WILL BE ISSUED BY CITY OF ZZZTEST AFTER REVIEW PROCESS'. Below this, a green box lists requirements: 'THE FOLLOWING INFORMATION IS REQUIRED BEFORE THIS PERMIT REQUEST CAN BE APPROVED'. The requirements are: 'Dwelling Contractor is required in Step 2 when requesting for Construction Permit type.', 'Dwelling Contractor Qualifier is required in Step 2 when requesting for Construction Permit type.', and 'Project Living Area in Project Information Section (Step 4.) is required for New, Addition or Alteration Project'. At the bottom, a red box displays the filing number: 'Your filing number is 'DIS-062176178'. Please print for your record.' and includes a 'Click here for Print' button.